

FLOOR SCRUBBING

1. GENERAL

1.01 This section describes the procedures for scrubbing various kinds of floors such as concrete, marble, terrazzo, tile and travertine, and floor coverings such as asphalt, linoleum and rubber.

1.02 It is reissued and generally revised to include additional details regarding machine and manual scrubbing operations and tools.

1.03 Scrubbing is usually done at infrequent intervals and only when wet mopping is inadequate for the job at hand.

1.04 There are two classifications of scrubbing as follows:

(a) Spot scrubbing which supplements mopping in areas such as traffic paths and under desk wells where the dirt can not be satisfactorily removed by mopping.

(b) Over-all scrubbing which is employed to recondition entire floors that can not be otherwise satisfactorily restored to a satisfactorily clean appearance.

1.05 Precautions shall be taken before starting the scrubbing operation to prevent any persons from crossing the floor area that is being cleaned. Signs on easels reading "Caution Floor Being Cleaned" and blocking off of the area are important safety measures. The area is not reopened to traffic until the work is finished, the floor is dry and the furniture restored to its proper place.

1.06 Prior to scrubbing any type of floor, reference should be made to one of the following Bell System Practices to determine whether there are any special precautions to be taken or any variations from usual procedures that should be observed:

Section H51.109 - Maintenance of Linoleum

" H51.110 - Maintenance of Marble, Terrazzo, Travertine, Hard Composition and Hard Tile Floors

" H51.111 - Maintenance of Rubber Floors

" H51.112 - Maintenance of Asphalt Composition Floors

1.07 Any mops used must be wrung in a mop wringer and never by hand as pieces of glass, pins or other sharp objects may cause injury.

2. TOOLS AND SUPPLIES

2.01 The following items are required:

Pails and mop wringers, small mopping units or mopping tanks as appropriate for the area to be cleaned

Electric floor machine, small or large size equipped with scrubbing brushes; or deck scrub brush as appropriate for the area to be cleaned

Mops

Floor squeegee, for large areas

Pickup pan, for large areas

Putty knife

Water, preferably warm

Cleaning material - See B.S.P. Section H51.101 Building Cleaning (Materials and Procedures)

3. PROCEDURE

3.01 The same procedure is followed for spot and for over-all scrubbing.

3.02 The area to be cleaned should be cleared in so far as practicable by moving aside furniture and equipment. Chairs, wastebaskets and other equipment should not be placed on desks or tables. The area should be blocked off as outlined in Paragraph 1.05.

3.03 The section of the floor to be scrubbed is first given a dry sweeping to remove loose dirt and debris. Gum, tar or other adhesive substances are removed with a putty

knife. If necessary, a solvent such as trichlorethylene may be applied in small amounts to a wiping cloth and used to supplement the putty knife. Trichlorethylene should not be applied to asphalt tile floors.

3.04 The proper cleaning material to be used is determined by reference to B.S.P. H51.101 Building Cleaning Schedule (Materials and Procedures) or to the Practices listed in Paragraph 1.06 pertaining to the various types of floors. The cleaning material should be completely dissolved in the wash water. Detergent solutions clean most effectively when allowed to remain in contact with the soiled floor for several minutes before beginning the scrubbing operation.

3.05 Areas of 200 to 300 square feet should be done completely at one time, i.e., scrubbed and rinsed before moving to the next section. Areas of this size permit the cleaning solution to remain in contact with the floor for a sufficient time to aid in cleaning. The area treated should not be so large that the wash water dries before the floor can be scrubbed and rinsed.

3.06 The amount of cleaning solution and rinse water applied to the floor should be kept at a minimum. This is especially important in the vicinity of electrical or telephone installations such as floor outlets, plug receptacles and metal mouldings. Careful forward and backward strokes are used in mopping in their immediate vicinity, instead of the customary side to side strokes. Care is also taken to prevent splashing walls, furniture and equipment and if splashing inadvertently occurs it should be wiped off immediately. Mop handles and scrubbing machines should be controlled so that they will not mar furniture, walls or other equipment. When immersing the mop in wash or rinse water and when rinsing, the handle should be held at an angle rather than vertically to avoid striking lighting fixtures, low ceilings or other objects.

3.07 The scrubbing procedure is as follows:

(a) Preparation.

For large areas: Use two mopping tanks. Leave the wringer compartment in each empty to receive the water picked up from the floor. Fill the second compartment in each with warm water to the appropriate level. Place the proper kind and amount of cleaning material in one of the filled compartments. Two mops are used, one for applying the washing solution and the other for rinsing.

For moderate size areas: Use a mopping tank. Leave the wringer compartment empty. Fill the other compartment with warm water and add the proper kind and amount of cleaning material. Fill a second container, e.g., a pail with warm water for rinsing. Use two mops, one for the washing solution and the other for rinsing.

For small areas: Use a two-pail mopping outfit, or two separate pails. Leave pail equipped with wringer empty. Fill second pail with warm water and add proper kind and amount of cleaning material. Fill a third pail with warm water for rinsing. Two mops are used as above unless the area treated is very small.

(b) Application of the cleaning solution to the floor.

Immerse the mop in the washing solution and hold it a few seconds above the container or wring it lightly to remove excess liquid. Spread the solution over the area to be treated (up to 200 to 300 square feet) using side to side strokes in open areas, being careful not to strike walls or furnishings. Random or forward and backward strokes are used around and under furniture. The mop is drawn along parallel to surbases, closed base lockers and rows of filing cabinets to avoid striking them. The mop is turned over from time to time to facilitate distributing the solution.

(c) Scrubbing.

When the floor has been wet with the cleaning solution, and a few minutes allowed for the solution to loosen the dirt, the deck scrub brush or machine is applied. In the case of the deck scrub brush it is stroked forward and backward in strokes about two to three feet long and with downward pressure on the handle. Shorter strokes with more pressure are used for hard to remove dirt. The small size (two brush) electric floor machine also is stroked slowly forward and backward preferably with slight downward pressure. The large size electric machine is moved forward and backward but because of its weight no downward pressure is required. In all cases, the brush or machine is directed so that the cleaning solution is moved progressively in the direction in which the scrubbing is

being done. When doing relatively large areas (400 square feet or more) a floor squeegee may be used to advantage in moving the wash water in the path of travel. Where the dirt can not be satisfactorily removed with the cleaning solution, scouring powder may be sprinkled very sparingly and only to the specific points required.

(d) Pick up.

The mop used to apply the washing solution is placed in the wringer and wrung as dry as possible. It is then passed over the floor in side to side strokes or otherwise until saturated. Turning it over from time to time aids the pick up. The mop is again wrung dry and the operations repeated until the cleaning solution is removed from the floor. When the quantity of solution is considerable, a squeegee may be used to concentrate it at a convenient point for picking up with the mop or with a pickup pan. The water collected by the pickup pan is placed in the mop tank compartment reserved for waste water.

(e) Rinsing.

Clean rinse water is applied to the floor with a clean mop as described in Paragraph (b) and picked up by the same mop in the manner described in Paragraph (d). Rinsing is an important operation to insure removal of cleaning agents from the floor. If necessary, the floor is rinsed a second time. In the case of spot scrubbing, the edges of the cleaned area are rubbed with the wrung mop to minimize the contrast with the adjacent area.

3.08 When applying the cleaning solution and when rinsing, the mop strokes should stop about four to six inches short of base-

boards, furnishings or equipment. These undone areas are gone over when the mop has lost most of its charge of water or after being partially wrung out. Small inaccessible areas where the mop can not be guided by the handle are cared for by directing the mop by hand. When spot cleaning, care should be exercised not to spill cleaning or rinse water on adjacent areas. Also, the deck scrub brush and the machine brushes which are wet with cleaning solution should not be allowed to rest on portions of the floor that are not to be cleaned.

3.09 Upon completion of a room or area, the floor is inspected to see that it is free from streakiness, mop strands or cleaning residues and is thoroughly clean. If the area is maintained with wax or other floor dressing, application may be undertaken as soon as the floor is dry. Finally, when the floor is again ready for occupancy, any furniture which has been moved should be restored to its proper place and caution signs removed.

4. CARE OF EQUIPMENT

4.01 All mops, pails, scrub brushes, either hand or machine type, tanks and wringers should be cleaned thoroughly following use and returned to the place of storage. The mops are hung with the strands hanging downward free from contact with walls and other objects so that air can circulate freely about them. Any irregular strands should be trimmed off and if necessary the strands combed with a piece of pointed wood or mop comb.

4.02 Mops which have lost one-third or more of their original strands should be replaced. Scrub brushes should be replaced when the bristles are worn one-third to one-half of their original length.